MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training webinars to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills, and competencies of MCG employees.

June 2021 Training Opportunities – Space Available

Join OHR for these professional development live training webinars.
For computer training schedule list, click here.

Webinar Title	Audience	Date	Time
ERS Applying for Retirement- A,E,F,G,H,J – Retire on 8/1/21 (Must register no later than 2 weeks in advance of the course)	All Employees	Jun 2	9:30 – 11 a.m.
Health Insurance Applying to Retire Class (Retire on 8/1/21) (Must register no later than 2 weeks in advance of the course)	All Employees	Jun 2	11 – 12:30 p.m.
Preventing Workplace Harassment	Mandatory for all Employees	Jun 3	9 – 12 p.m.
Effective Communication	All Employees	Jun 10	9 – 11 a.m.
Effective Business Writing	All Employees	Jun 10	11:15 a.m. – 1:15 p.m.
Mastercard P-Card Training	Employees who are authorized to use Purchase Cards as part of their job in MCG	Jun 10	1 – 3 p.m.
EEO and Diversity Management	Mandatory for Managers and Supervisors	Jun 15	9 a.m. – 12 p.m.
Interviewing and Selecting Employees	Mandatory for Interview Panel members and Hiring Managers	Jun 15	9 a.m. – 12 p.m.

ERS Retirement Planning – ERS Groups A, E, F, G, H, J	All Employees	Jun 16	9:30 – 11 a.m.
Health Insurance Planning for Retirement Class	All Employees	Jun 16	11 a.m. – 12:30 p.m.
Aspiring Leaders Discussion	All Employees	Jun 17	1 – 2 p.m.
Enhanced Employment Application and Qualification Process	All Employees	Jun 17	1 – 3 p.m.

FY21 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name entering one word from the title and register for your desired course.

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: **AccessMCG ePortal**
- Contractors, volunteers **without** a MCG Computer Network Login: **AccessMCG Extranet Portal**
- Enrollment Instructions: **Enroll in a Class**
- **Register no later than 48 hours in advance of the virtual class. The instructor will send a webinar link to all pre-registered participants 24 hours in advance of the class.**

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or **OLM.Admin@montgomerycountymd.gov** at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.